

AVETMISS: Quarterly reporting

All RTOs are required to submit data to the National VET Provider Collection at least once a year, however, since 2015, government-funded training activity has been submitted quarterly to NCVER via State Training Authorities (STAs).

Effective from 2018 RTOs now have the option to submit any fee-for-service activity (activity that has not been reported to an STA) directly to NCVER on a quarterly basis if they wish.

Under these arrangements:

- All RTOs **must** continue to provide a submission to the annual collection on all of the nationally recognised training activity they delivered in the calendar year.
- RTOs in receipt of government funding must continue to report as per state requirements. If you are in receipt of government funding and are unsure of your RTO's reporting obligations, please contact your state training authority (STA) for further advice.
- Boards of studies will continue to report VET in Schools activity annually.

What are the advantages of reporting AVETMISS data on a quarterly basis?

- Students will have their USI transcripts updated more frequently with activity appearing on transcripts usually within 3 days of submission.
- The quarterly submissions are cumulative, which allows RTOs to add new data for their most recent quarterly activity and make corrections to previously submitted data if necessary.
- Validation errors are identified and fixed throughout the year making end of year reporting less onerous.

When can I submit quarterly data?

The quarterly collection windows open four weeks after the end of the quarter and generally remain open for a two-week period. The collection periods for 2023/2024 are:

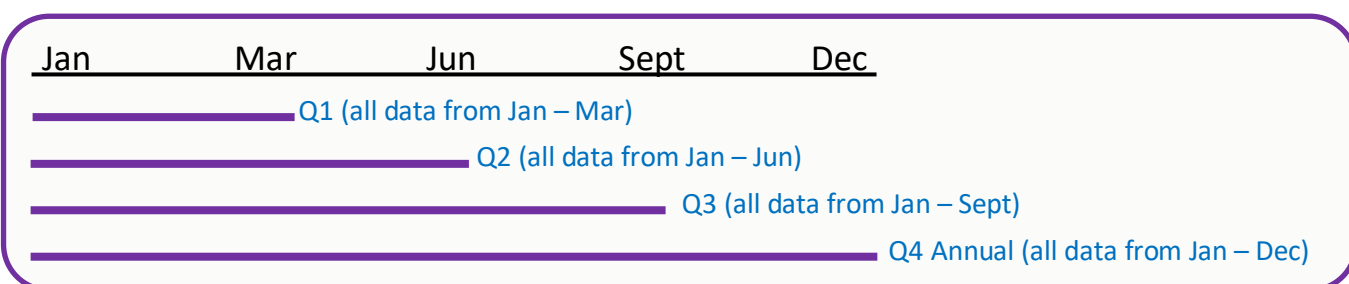
Collection period	Collection window open
January to December (2023 Annual) – mandatory	1 January – 29 February 2024
January to March 2024 – Q1 optional	1 May – 14 May
January to June 2024 – Q2 optional	1 August – 14 August
January to September 2024 – Q3 optional	1 November – 14 November
January to December (2024 Annual) – mandatory	1 January – 28 February 2025

USI transcripts are updated usually within 3 days of submission of data to the National VET administrative collections.

For additional information on quarterly reporting please refer to the [Unique Student Identifier](#) fact sheet.

How do the quarterly collections work?

- The quarterly collection periods are cumulative, which means if you make a submission in quarter 2 it must include training activity delivered in quarter 1.
- You do not have to submit data to every quarter but when data is submitted it must be all data from 1 Jan of the collection year.
- Each quarterly submission overwrites all activity previously reported for the current collection year.
- If submitted data needs updating, this is done in subsequent quarter(s) and updates flow through to the USI transcript.



What if I've reported to a quarterly collection and then do NO more training?

In January/February, all RTOs **must** provide a submission to the annual collection on all of the nationally recognised training activity they delivered in the previous calendar year, including for activity that has been reported in an earlier quarterly submission. If you have submitted data to any quarter, you must submit data to the annual collection otherwise previously submitted training will be deleted from the student's USI transcript.

What if I did not conduct any training during the year?

Any RTO that did not deliver or assess nationally recognised training activity in a calendar year must report a *nil return*, using the AVETMISS validation software, in January/February when the annual collection window opens. *Nil returns* are not required where an RTO does not have any data to report during the quarterly collection. If a *nil return* needs to be submitted due to closure, please refer to the [RTO Closure: reporting final data](#) fact sheet.

What help is available?

NCVER has a range of support materials located on the [NCVER portal](#) with a dedicated [RTO Hub](#) to assist RTOs.

Please [subscribe](#) to our [Data Support Bulletin](#) for the latest information on changes to AVETMISS reporting including changes to validation rules and submission dates.

NCVER has a dedicated Client Support team to help you with your AVETMISS related queries and can be contacted as follows:

Contacting the AVETMISS support team			
Fill out our contact form	Email: support@ncver.edu.au	Phone: 08 8230 8400	Toll free: 1800 649 452